

Los Angeles County College of Nursing and Allied Health

PLANNING COMMITTEE MINUTES

August 11, 2016

PRESENT	Members Present: Barbara Collier, Chairperson Jeffrey Anderson Tammy Blass, Recorder Doris DeHart Sarah Granger Ruby Grigg-Gabbedon	Herminia Honda Visna Kieng Joan Kohl Hopeton Leahong Ruth McFee Lorraine Vigil	Excused Absence: Maria Caballero	Guest:
Topic	Discussion/Conclusions/Recommendations		Actions	Follow-Up
CALL TO ORDER	1300			
APPROVAL OF MINUTES	1. Minutes of July 14, 2016, approved with minor revision: <ul style="list-style-type: none"> • Pg. 3, Research- 1st bullet, change 7/11/6 to 7/11/16; remove 6th bullet 		1. Revise and post on team services	1. H. Honda
MINUTES FOLLOW-UP	1. H. Honda posted the June 9, 2016 minutes. 2. <u>Everbridge System</u> – H. Honda is awaiting a response from Larry Liu regarding integration of CONAH faculty and staff information into Everbridge emergency notification system.		1. Information 2. Follow up with L. Liu regarding integrating CONAH into the Everbridge system.	1. None 2. H. Honda
ANNOUNCEMENTS	1. <u>LAC+USC Employee Recognition Ceremony</u> – Will be held 8/24/16. B. Collier has not yet received notice of any CONAH employees being honored for years of service. 2. <u>Employee of the Month</u> – Each month five employees will be selected to park in a special parking spot for one full month based on service to the hospital. Nominations for next month are due at the beginning of September. 3. <u>Robotics Surgery</u> – The first robotics surgery performed at LAC+USC was a Cholecystectomy, which was successfully completed last Monday. 4. <u>Keck/USC Expansion</u> – Keck will be acquiring additional space to build a hotel, at least 5 restaurants, a 2 nd Norris facility, and additional parking lots. 5. <u>Board of Trustees (BOT) Meeting</u> - Will be held on 8/19/16 in Tower Hall 105, from 08-10. All are welcome to attend.		1. Information 2. Information 3. Information 4. Information 5. Information	1. None 2. None 3. None 4. None 5. None
POLICY/PROCEDURE/ PROCESS APPROVAL	1. <u>Policy #300: Award of Academic Credit</u> – Distributed and reviewed. Approved as written. 2. <u>Policy #611: Room Request</u> – Distributed and reviewed. Approved as written. 3. <u>Room Request Reservation Form</u> - Distributed and reviewed. Approved as written.		1. Take to next BOT mtg. for approval. 2-3. Post on Team Services.	1-3. H. Honda
ACCREDITATION STATUS REPORT	A. <u>Accreditation</u> 1. <u>ACCJC</u> – Next full report and visit will be in 2019. 2. <u>BRN: Attrition/Retention and Tutoring</u> – Next visit will be in 2018. B. <u>Information Technology</u> 1. <u>CAMS</u> – Plan to train all SON faculty. By end of semester, students will be able to contact instructors. 2. <u>Website/Team Services, IT Action Plan</u> - V. Kieng reported that ongoing changes are being made to the website. CONAH policies on intranet are not user friendly. H. Honda and V. Kieng were working with IT, but their contact person moved to Orchid. They have now archived all old policies and minutes and H. Honda is deleting old		A. Information B. Information 1. Train all SON faculty on CAMS 2. Complete update of minutes and policies on the intranet	A. None B. None 1. M. Caballero 2. H. Honda, V. Kieng

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	<p>policies and minutes and keeping last 2 years of minutes and most current versions of policies.</p> <p>3. <u>Technology Maintenance & Replacement Plans</u> – H. Honda, J. Anderson, & V. Kieng will fork on updating Replacement Plan. CONAH has been more timely in paying maintenance contracts.</p>	<p>3. Update Replacement Plan</p>	<p>3. J. Anderson, V. Kieng, H. Honda</p>
<p>STRATEGIC PLAN REVIEW & UPDATE</p>	<p>A. <u>Divisional Reports:</u></p> <p>1. <u>Administrative & Student Services</u> – New student orientation is this week. Returning students have registered. L. Vigil finished the 2016-17 Handbook, which is posted online. SON handouts are also posted online.</p> <p>2. <u>Allied Health</u> – P. Nazarey retired. BOT will discuss the future of Allied Health division at next meeting.</p> <p>3. <u>Education & Consulting Services</u> – Working with ONA and other DHS facility education departments to standardize ICU and ER training programs. Currently evaluating Phase I for congruency with AACN guidelines. Will offer additional Phase I clinical rotation in September and an additional ER program in October.</p> <p>4. <u>Educational Resource Center</u> – Continuing to upgrade the Simulation Center. O2 and suction equipment have been mounted. Camera mounting evaluation is in process. Whiteboards will be mounted. Plan to obtain additional needed supplies. Looking into purchasing a birthing manikin. OB instructors provided positive feedback regarding the proposed manikin. J. Anderson will contact vendor for quote. Computer Rms. 105 & 107 – Students no longer have access to learning application software because server is out of service.</p> <p>5. <u>Operations</u> – Lights in Administrative lobby area and over stairwell were replaced and now the area is very well lit. Thumb locks have been installed in conference rooms, classrooms, and offices in the administrative bldg. This will provide a first layer of protection in the event of an active shooter. There has been a homeless man sleeping near the dumpster between the Orchid and CONAH sides of bldg. 10. Security has been notified (x3333) and they request that we call them if he returns so they can move him from the area. Tower Hall door facing courtyard should be unlocked. D. DeHart sent email to electrician to unlock this door and to remind him that the TH rear door is also not fixed. D. DeHart contacted R. Rodriguez regarding the concern that the trash man will not be able to get to the dumpster once the Lot 14 gate is activated. R. Rodriguez responded that the guard will let him in. Designated Lactation room will be Room 120. Can hold up to 2 mothers. If anyone wants privacy, they can check with OES and obtain access to another room for lactation. Thank you to ASB for removing donated clothes from TH, Room 116. Basement exit door by Faculty Office #16 is broken. D. DeHart put in a repair request.</p> <p>6. <u>Research</u> – H. Honda sent out Graduate Survey for 2014-II 7/1/16 and as of 8/8/16 has 39% (20/51) response rate. Sent Employer Survey for Class 2014-I on 7/28/16</p>	<p>A.</p> <p>1. Information</p> <p>2. Information</p> <p>3. Information</p> <p>4. Pursue obtaining OB manikin for Simulation Lab</p> <p>5. Follow up to ensure TH courtyard door is opened and TH rear door is fixed. Follow up regarding access to Lot 14 for trash man once gate has been activated. Put in repair request for basement exit door near Room 16.</p> <p>6. Information</p>	<p>A.</p> <p>1. None</p> <p>2. None</p> <p>3. None</p> <p>4. J. Anderson</p> <p>5. D. DeHart</p> <p>6. None</p>

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	<p>and as of 8/8/16 has 31% response rate (4/13). Will send a few reminders and also give hard copy of the survey to LAC + USC Managers if online survey is not completed after sending reminders. Exit Survey-still no student response for Spring 2016. 2016 Spring Attrition Rate completed and data aggregated for students who attrited.</p> <p>7. <u>School of Nursing</u> – B. Collier reported school is starting on 8/15/16. One new clinical instructor started this summer for 1st Semester. A second clinical instructor has been hired and is expected to be released within 2 weeks. This instructor will be assigned to 3rd semester.</p> <p>B. <u>Strategic Plan Review and Update</u> – No report.</p>	<p>7. Information</p> <p>B. Information</p>	<p>7. None</p> <p>B. None</p>
<p>ADMINISTRATIVE COMMITTEE REPORTS</p>	<p>A. <u>College Standing Committees:</u></p> <p>1. <u>Associated Student Body</u> – Met last week. Finalized bylaws, which will be voted on by all students and then placed in the handbook. Clothes donated during the clothing drive will be distributed between the DHS facilities and Hawkins. ASB is requesting a Student Lunch Hour on Thursdays from 12-1 so they can hold ASB meetings</p> <p>2. <u>Institutional Effectiveness Committee</u> – Met on 8/11/16 and SLO for Semester 1 and DEM Program were presented. Thresholds were met. Discussion was focused on student's comments. Outcome evaluation report on Governance Structure and Process presented by B. Collier.</p> <p>3. <u>Credentials Committee</u> – Met on 7/14/16. Reviewed Policy 515: Faculty Competency and 505: Interview Process. There were small revisions suggested that will be sent to the administrative team. The committee also reviewed the Faculty and Staff Annual Self Evaluation Form. No changes were made. In addition, the committee reviewed the Clinical Instructor Questions and Scoring Tool and discussed recommendations for change. This item will be discussed further at the September 26th meeting.</p> <p>4. <u>Faculty Development Committee</u> – D. DeHart contacted ELAC, who said they would be willing to do a presentation about their active shooter drill and give us suggestions to work on. D. DeHart will give J. Teal the contact information.</p> <p>B. <u>Resources / Budget:</u></p> <p>1. <u>Program Needs Summary</u> - No report (due in July).</p> <p>C. <u>Administrative / Operational Issues</u> – American Heart Association Drive. LAC+USC has pledged \$30,000. CONAH has pledged \$2500. H. Honda reported they are selling hearts and a gift is given with each heart. The Heart Walk will be held ON 10/8/16 at the Rose Bowl. LAC+USC will also be participating in the Sidewalk CPR event on the same day at the Rose Bowl. They would like student volunteers. AHA Bake sale will be held on 10/20/16. \$591 has been collected so far from Jeans days and recycled bottles.</p>	<p>A.</p> <p>1. Discuss possibility of a Student Lunch hour to be held every Thurs. from 12:00-1:00 beginning Spring semester</p> <p>2. Information</p> <p>3. Information</p> <p>4. Provide J. Teal with ELAC contact person information to pursue Active Shooter presentation</p> <p>B. Information</p> <p>C. Information</p>	<p>A.</p> <p>1. B. Collier</p> <p>2. None</p> <p>3. None</p> <p>4. D. DeHart</p> <p>B. None</p> <p>C. None</p>
<p>BOARD OF TRUSTEES REPORTS/COMMUNICATION</p>	<p>No report.</p>	<p>Information</p>	<p>None</p>
<p>OFF AGENDA</p>	<p>None</p>	<p>Information</p>	<p>None</p>

Agenda Item	Discussion	Actions	Follow-up
NEXT PLANNING COMMITTEE MEETING	Date: September 8, 2016 Time: 1300-1500 Place: Tower Hall, Room 105 Minutes: H. Honda	Information	None
ADJOURNMENT	1500		

Approved by: Barbara Collier (signature on file)

Prepared by: T. Blass (signature on file)